



## VIP PASSPORT SERVICES, INC.

2012 Louisiana Street  
Houston, Texas 77002

713-659-8472 1-800-856-8472 Fax 713-659-3767

Website: [www.vippassports.com](http://www.vippassports.com) Email: [info@vippassports.com](mailto:info@vippassports.com)

### **ATTENTION:**

**ALL REQUESTS MUST INCLUDE PROOF OF DEPARTURE  
(ITINERARY, TICKET, COMPANY LETTER OF EXPEDITE)  
SHOWING A DEPARTURE DATE WITHIN 14 DAYS (IF NO VISA  
IS NEEDED) OR 28 DAYS (IF VISA IS NEEDED).**

**DUE TO THE SUBMISSION LIMITATIONS ENFORCED BY THE  
U.S. PASSPORT AGENCY, ALL FIRST-TIME PASSPORT  
REQUESTS REQUIRE A RESERVATION. PLEASE BE SURE TO  
EMAIL ([INFO@VIPPASSPORTS.COM](mailto:info@vippassports.com)) COPIES OF ALL  
DOCUMENTS TO OUR OFFICE FOR REVIEW AND TO HAVE  
THE APPLICANT'S NAME ADDED TO THE SUBMISSION  
RESERVATION LIST.**

**IN ORDER TO INSURE YOUR REQUEST IS SUBMITTED ON-  
SCHEDULE, PLEASE SEND YOUR APPLICATION BY  
PERSONAL DELIVERY OR BY AN OVERNIGHT COURIER TO  
ARRIVE AT LEAST ONE DAY PRIOR TO YOUR SCHEDULED  
RESERVATION.**

**THANKS,**

*VIP PASSPORT SERVICES, INC.*

**Specializing in Visas, Passports, Document Legalization and Translations**



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## WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

### BILLING INFORMATION:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### CREDIT CARD INFORMATION:

CARD#: \_\_\_\_\_  
EXP. DATE: \_\_\_\_\_ CVV#: \_\_\_\_\_

**SIGNATURE OF CARD HOLDER  
REQUIRED:** \_\_\_\_\_

### RETURN DOCUMENTS TO:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: \_\_\_\_\_

**AUTHORIZED AMOUNT TO CHARGE MY  
CREDIT CARD: US\$** \_\_\_\_\_

### CHECK THE PASSPORT PROCESSING SERVICE REQUESTED:

SAME DAY EMERGENCY PROCESS \_\_\_\_\_

3 TO 4 DAY RUSH PROCESS \_\_\_\_\_

5 TO 8 DAY RUSH PROCESS \_\_\_\_\_

TRAVELERS NAME: \_\_\_\_\_

DATE OF USA DEPARTURE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

DATE YOU NEED PASSPORT: \_\_\_\_\_

VIP RESERVATION/FILE LOCATOR NUMBER: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

**HOW DID YOU HEAR ABOUT VIP:** REFERRAL\_\_\_ INTERNET\_\_\_ REPEAT CLIENT\_\_\_ OTHER\_\_\_

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## REPLACEMENT FOR A U.S. PASSPORT – LOST OR STOLEN (ADULT ONLY)

**\*\*ALL ORIGINAL DOCUMENTS MUST BE RECEIVED ONE DAY PRIOR TO RESERVED SCHEDULED SUBMISSION\*\***

### DOCUMENTS REQUIRED:

**\*\*ONE SEALED ENVELOPE, SEE NEXT PAGES FOR DETAILS\*\***

**PLEASE FORWARD THIS SHEET AND ALL ITEMS LISTED TO VIP SERVICES**

<u>FEE PER PERSON</u>		<u>*FEDERAL EXPRESS FEES</u>	
GOVERNMENT EXPEDITING FEE:	<u>INSIDE</u>	PRIORITY LETTER	<u>\$29.00</u>
VIP SERVICES FEE:	<u>                    </u>	2-DAY LETTER	<u>\$23.50</u>
STATE DEPARTMENT FEE:	<u>INSIDE</u>	3-DAY LETTER	<u>\$19.50</u>
ADDITIONAL VIP SERVICES FEE:	<u>                    </u>	SATURDAY LETTER	<u>\$41.50</u>
SUBTOTAL:	<u>                    </u>	FED EX 1 <sup>ST</sup> OVERNIGHT	<u>\$75.00</u>
*ADD RETURN DELIVERY FEE:	<u>                    </u>	LOCAL P/UP OR DLVY	<u><a href="#">CLICK HERE</a> FOR QUOTE</u>
<b>TOTAL: (NO PERSONAL CHECKS)</b>	<u>                    </u>		

### VIP SERVICES FEES:

PLEASE MARK THE APPROPRIATE BOX AND ADD THE FEES ABOVE FOR THE SERVICE (S) YOU HAVE REQUESTED:

- \$95.00      5 TO 8 DAY RUSH – **RESERVATION REQUIRED**
- \$145.00     3 TO 4 DAY RUSH – **RESERVATION REQUIRED**
- \$195.00     SAME DAY RUSH – **RESERVATION REQUIRED**

### ADDITIONAL VIP SERVICES FEES:

- \$55.00 WHEN REQUESTING A PASSPORT CARD AT SAME TIME AS THE BOOK

**IMPORTANT NOTE:** PLEASE BE ADVISED THAT THE U.S. PASSPORT OFFICE ISSUES PASSPORTS ACCORDING TO YOUR DEPARTURE DATE. ALL SUBMISSIONS MUST BE ACCOMPANIED BY PROOF OF DEPARTURE SHOWING A U.S. DEPARTURE DATE WITHIN 14 DAYS (IF NO VISA IS NEEDED) OR 28 DAYS (IF VISA IS NEEDED). RESERVATIONS ARE MADE ON A FIRST-COME, FIRST-SERVE BASIS AND ARE NOT ALWAYS AVAILABLE FOR APPLICANTS WHO DO NOT SEND OVER THEIR DOCUMENTS TO REVIEW PRIOR TO SENDING IN THEIR ORIGINALS. **OUR COMPANY IS ALLOWED TO SUBMIT APPLICATIONS TO THE PASSPORT OFFICE EACH DAY BEFORE 7:30 AM. IN ORDER TO INSURE YOUR REQUEST IS SUBMITTED ON-SCHEDULE, PLEASE SEND YOUR APPLICATION BY PERSONAL DELIVERY OR BY AN OVERNIGHT COURIER TO ARRIVE AT LEAST ONE DAY PRIOR TO YOUR SCHEDULED RESERVATION. ANY DOCUMENTS RECEIVED AFTER CLOSE OF BUSINESS THE DAY BEFORE A RESERVED SUBMISSION IS SCHEDULED MAY BE SUBJECT TO POSSIBLE DELAY OF SUBMISSION. TO REQUEST A RESERVATION PRIOR TO SENDING IN ALL ORIGINAL DOCUMENTATION, PLEASE EMAIL A COPY OF ALL DOCUMENTS TO [INFO@VIPPASSPORTS.COM](mailto:INFO@VIPPASSPORTS.COM), THEN CALL OUR OFFICE SO THAT WE MAY REVIEW THE DOCUMENTS, ADD YOUR NAME TO THE RUSH PROCESS LIST AND GIVE YOU SHIPPING INSTRUCTIONS. YOU WILL BE GIVEN A VIP RESERVATION/FILE LOCATOR NUMBER TO HOLD YOUR PLACE IN THE LINEUP FOR VIP TO SUBMIT YOUR APPLICATION ACCORDINGLY. BE SURE TO LIST THE RESERVATION NUMBER ON THE WORK ORDER. FAILURE TO FOLLOW ANY OF THESE INSTRUCTIONS WILL CAUSE A DELAY.** VIP SERVICES IS NOT RESPONSIBLE FOR DELAYS BEYOND OUR CONTROL. IF IN EVENT THE PASSPORT OFFICE DENIES YOUR APPLICATION, VIP SERVICE FEES ARE NON-REFUNDABLE AND WILL BE CHARGED ACCORDING TO ORIGINAL REQUEST. AFTER THE APPLICATION HAS BEEN SUBMITTED TO THE PASSPORT OFFICE AND THEY PUT THE APPLICATION INTO SUSPENSE THERE WILL BE AN ADDITIONAL VIP SERVICE FEE OF \$37.50 TO SUBMIT THE ADDITIONAL DOCUMENTS AND MONITOR THE PROCESS UNTIL COMPLETION.

REVISED: 3-26-2018 (JENN)



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## **REQUIREMENTS FOR A LOST OR STOLEN U.S. PASSPORT** **(ADULT ONLY)**

**PLEASE FOLLOW THESE INSTRUCTIONS IF YOUR VALID PASSPORT HAS BEEN LOST OR STOLEN.**

TAKE THE BELOW MENTIONED DOCUMENTS TO AN ACCEPTANCE AGENT. [CLICK HERE](#) TO FIND YOUR LOCAL ACCEPTANCE AGENT NEAREST YOU. REQUEST THE AGENT TO EXECUTE YOUR DOCUMENTS AND PLACE THEM IN A SEALED ENVELOPE. ADVISE THE AGENT THAT YOU ARE HAVING VIP SERVICES WALK YOUR PASSPORT APPLICATION THROUGH THE STATE DEPARTMENT. SEALED ENVELOPES MUST BE PRESENTED TO THE STATE DEPARTMENT WITHIN FIVE (5) BUSINESS DAYS OF BEING SEALED.

- 1.) [CLICK HERE](#) TO COMPLETE THE GOVERNMENT PASSPORT APPLICATION (FORM DS-11 ONLINE. **FAILURE TO DO SO WILL CAUSE A DELAY.** DO NOT SIGN THE APPLICATION UNTIL ASKED TO DO SO BY THE ACCEPTANCE AGENT.
- 2.) **IF THE APPLICANT IS SIXTEEN (16) OR SEVENTEEN (17) WITHOUT A VALID DRIVER'S LICENSE, A LEGAL GUARDIAN'S SIGNATURE IS REQUIRED ON THE APPLICATION.**
- 3.) [CLICK HERE](#) **TO COMPLETE THE GOVERNMENT PASSPORT APPLICATION (FORM DS-64).** ONCE YOU HAVE COMPLETED THE FORM, YOU MUST PRINT OUT 2 COPIES (1 COPY TO GO ON THE INSIDE OF THE SEALED ENVELOPE AND 1 UNSIGNED COPY TO BE PLACED ON THE OUTSIDE OF THE SEALED ENVELOPE. **FAILURE TO DO SO WILL CAUSE A DELAY.** THIS APPLICATION IS FOR YOU TO EXPLAIN IN DETAIL THE CIRCUMSTANCES SURROUNDING YOUR LOST OR STOLEN PASSPORT.
- 4.) **ONE (1) COLOR PASSPORT TYPE PHOTOGRAPH (2"x2").** THE HEAD IS MEASURED FROM BOTTOM OF CHIN TO THE TOP OF THE HEAD AND SHOULD BE BETWEEN 1 INCH AND 1-3/8 INCHES, TAKEN WITHIN THE PAST (3) THREE MONTHS. BE SURE THAT THE PHOTOGRAPH IS TAKEN WITH A WHITE BACKGROUND. PLEASE [CLICK HERE](#) FOR MORE GUIDANCE ON PHOTO SPECIFICATIONS.
- 5.) **ORIGINAL CERTIFIED LONG FORM BIRTH CERTIFICATE\*** SHOWING THE APPLICANT'S PARENT(S) FULL NAME LISTED ON THE CERTIFICATE ISSUED BY THE STATE WHERE YOU WERE BORN. IN ADDITION TO THIS, CERTIFIED COPIES MUST ALSO INCLUDE THE FOLLOWING:
  - APPLICANT'S FULL NAME
  - DATE & PLACE OF BIRTH
  - RAISED, EMBOSSED, IMPRESSED OR MULTICOLORED SEAL OF ISSUING AUTHORITY
  - REGISTRAR'S SIGNATURE
  - DATE THE CERTIFICATE WAS FILED WITH THE REGISTRAR'S OFFICE (MUST BE WITHIN ONE YEAR)

*\*YOU MAY USE AN EXPIRED PASSPORT OR REPORT OF BIRTH ABROAD IN LIEU OF A BIRTH CERTIFICATE. NATURALIZED CITIZENS WILL USE THEIR NATURALIZATION CERTIFICATE IN LIEU OF A BIRTH CERTIFICATE.*

- 6.) **PASSPORT BOOK FEES:** (CONTACT THE ACCEPTANCE AGENT FOR METHOD OF PAYMENT) \$170.00 PAYABLE TO THE "DEPARTMENT OF STATE", (\$110.00 PASSPORT FEE + \$60.00 EXPEDITE FEE = \$170.00) PLUS A \$35.00 EXECUTION FEE.  
*AN ADDITIONAL \$30.00, ALSO MADE PAYABLE TO THE DEPARTMENT OF STATE, WILL BE REQUIRED WHEN APPLYING FOR A PASSPORT CARD AT THE SAME TIME.*

**CONTINUED →**



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- 7.) YOU WILL BE REQUIRED TO SHOW YOUR VALID DRIVER'S LICENSE OR STATE ISSUED IDENTIFICATION, AS WELL AS SUBMIT A COPY OF YOUR VALID DRIVER LICENSE OR STATE ISSUED I.D., WHEN SWEARING IN. IF YOU CANNOT PROVIDE ACCEPTABLE I.D., PRESENT AS MANY DOCUMENTS AS POSSIBLE, DATING BACK AT LEAST FIVE (5) YEARS TO SUBSTANTIATE YOUR IDENTITY.
- 8.) **PROOF OF DEPARTURE** – ALL SUBMISSIONS MUST BE ACCOMPANIED BY PROOF OF DEPARTURE SHOWING A U.S. DEPARTURE DATE WITHIN 14 DAYS (IF NO VISA IS NEEDED) OR 28 DAYS (IF VISA IS NEEDED). SUBMIT ONE OF THE FOLLOWING **INSIDE** YOUR SEALED ENVELOPE:
  - A CONFIRMED ITINERARY
  - A COPY OF YOUR AIRLINE TICKETS
  - AN ORIGINAL COMPANY LETTER OF EXPEDITE
- 9.) **LETTER OF AUTHORIZATION** – YOU MUST COMPLETE AND INCLUDE TWO COPIES OF THE LETTER OF AUTHORIZATION ALLOWING VIP SERVICES TO DISCUSS THE STATUS OF YOUR APPLICATION AND COLLECT THE PASSPORT ON YOUR BEHALF. THE ORIGINAL OF THIS LETTER, WITH ORIGINAL SIGNATURE IN BLUE INK, SHOULD BE PLACED INSIDE THE SEALED ENVELOPE BY THE PASSPORT ACCEPTANCE AGENT, AND A COPY SHOULD BE ATTACHED TO THE OUTSIDE OF THE ENVELOPE.
- 10.) **PASSPORT DOCUMENT CHECKLIST** (*SEE PAGE 8*) – FAILURE TO INCLUDE THIS CHECKLIST COULD CAUSE A DELAY IN SUBMITTING AND/OR PROCESSING YOUR REQUEST. IF THE PASSPORT OFFICE ACCEPTS THE DOCUMENTS AND ANY OF THE DOCUMENTS ARE NOT PROPERLY COMPLETED/SUBMITTED, THERE WILL BE A DELAY IN COMPLETING YOUR REQUEST AS WELL AS ADDITIONAL FEES.

**\*\*\*\*\*VERY IMPORTANT\*\*\*\*\***

**WE ARE UNABLE TO SUBMIT YOUR SEALED APPLICATION TO THE DEPARTMENT OF STATE WITHOUT HAVING A COPY OF WHAT IS ENCLOSED IN THE ENVELOPE. WE CANNOT OPEN A SEALED ENVELOPE SO PLEASE BE SURE A COPY OF ALL REQUIRED DOCUMENTS ARE MADE PRIOR TO GOING TO AN ACCEPTANCE AGENT AND INCLUDE THOSE COPIES ALONG WITH YOUR SEALED ENVELOPE.**

**CONTINUED →**



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## ITEMS THAT MUST BE INSIDE THE SEALED ENVELOPE

- 1.) PASSPORT APPLICATION FORM DS-11 THAT WAS **COMPLETED ONLINE** AND WITNESSED BY THE PASSPORT ACCEPTANT AGENT
- 2.) SIGNED DS-64 LOST/STOLEN STATEMENT
- 3.) PASSPORT TYPE COLOR PHOTO
- 4.) CERTIFIED COPY OF BIRTH CERTIFICATE OR NATURALIZATION CERTIFICATE OR OLD NON- MUTILATED EXPIRED PASSPORT
- 5.) \$170.00 OR \$200.00 PAYMENT (PAYABLE TO THE "DEPARTMENT OF STATE")
- 6.) ORIGINAL LETTER OF AUTHORIZATION
- 7.) COPY OF THE STATE ISSUED I.D.
- 8.) PROOF OF DEPARTURE (ITINERARY OR COPY OF AIRLINE TICKETS)

FOR MORE DETAILED INSTRUCTIONS ON THE ITEMS REQUIRED, PLEASE SEE THE TWO PREVIOUS PAGES.

## ITEMS THAT MUST BE OUTSIDE THE SEALED ENVELOPE

- 1.) COMPLETED VIP WORK ORDER REQUEST FORM
- 2.) COMPLETED VIP PASSPORT INSTRUCTION SHEET
- 3.) A COPY OF THE DS-11 THAT HAS BEEN **COMPLETED ONLINE** PRIOR TO HAVING THE APPLICANTS SIGNATURE WITNESSED (FAILURE TO DO SO WILL CAUSE A DELAY)
- 4.) A COPY OF THE DS-64 LOST/STOLEN STATEMENT
- 5.) COPY OF LETTER OF AUTHORIZATION
- 6.) COPY OF PROOF OF DEPARTURE
- 7.) COMPLETED AND SIGNED PASSPORT DOCUMENT CHECKLIST
- 8.) VIP PAYMENT (**PERSONAL CHECKS ARE NOT ACCEPTED**)

FOR MORE DETAILED INSTRUCTIONS ON THE ITEMS REQUIRED, PLEASE SEE THE TWO PREVIOUS PAGES.

**IMPORTANT NOTE:** PLEASE BE ADVISED THAT THE U.S. PASSPORT OFFICE ISSUES PASSPORTS ACCORDING TO YOUR DEPARTURE DATE. ALL SUBMISSIONS MUST BE ACCOMPANIED BY PROOF OF DEPARTURE SHOWING A U.S. DEPARTURE DATE WITHIN 14 DAYS (IF NO VISA IS NEEDED) OR 28 DAYS (IF VISA IS NEEDED). RESERVATIONS ARE MADE ON A FIRST-COME, FIRST-SERVE BASIS AND ARE NOT ALWAYS AVAILABLE FOR APPLICANTS WHO DO NOT SEND OVER THEIR DOCUMENTS TO REVIEW PRIOR TO SENDING IN THEIR ORIGINALS . **OUR COMPANY IS ALLOWED TO SUBMIT APPLICATIONS TO THE PASSPORT OFFICE EACH DAY BEFORE 7:30 AM. IN ORDER TO INSURE YOUR REQUEST IS SUBMITTED ON-SCHEDULE, PLEASE SEND YOUR APPLICATION BY PERSONAL DELIVERY OR BY AN OVERNIGHT COURIER TO ARRIVE AT LEAST ONE DAY PRIOR TO YOUR SCHEDULED RESERVATION. ANY DOCUMENTS RECEIVED AFTER CLOSE OF BUSINESS THE DAY BEFORE A RESERVED SUBMISSION IS SCHEDULED MAY BE SUBJECT TO POSSIBLE DELAY OF SUBMISSION. TO REQUEST A RESERVATION PRIOR TO SENDING IN ALL ORIGINAL DOCUMENTATION, PLEASE EMAIL A COPY OF ALL DOCUMENTS TO [INFO@VIPPASSPORTS.COM](mailto:INFO@VIPPASSPORTS.COM), THEN CALL OUR OFFICE SO THAT WE MAY REVIEW THE DOCUMENTS, ADD YOUR NAME TO THE RUSH PROCESS LIST AND GIVE YOU SHIPPING INSTRUCTIONS. YOU WILL BE GIVEN A VIP RESERVATION/FILE LOCATOR NUMBER TO HOLD YOUR PLACE IN THE LINEUP FOR VIP TO SUBMIT YOUR APPLICATION ACCORDINGLY. BE SURE TO LIST THE RESERVATION NUMBER ON THE WORK ORDER. FAILURE TO FOLLOW ANY OF THESE INSTRUCTIONS WILL CAUSE A DELAY.** VIP SERVICES IS NOT RESPONSIBLE FOR DELAYS BEYOND OUR CONTROL. IF IN EVENT THE PASSPORT OFFICE DENIES YOUR APPLICATION, VIP SERVICE FEES ARE NON-REFUNDABLE AND WILL BE CHARGED ACCORDING TO ORIGINAL REQUEST. AFTER THE APPLICATION HAS BEEN SUBMITTED TO THE PASSPORT OFFICE AND THEY PUT THE APPLICATION INTO SUSPENSE THERE WILL BE AN ADDITIONAL VIP SERVICE FEE OF \$37.50 TO SUBMIT THE ADDITIONAL DOCUMENTS AND MONITOR THE PROCESS UNTIL COMPLETION.

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## Letter of Authorization

Please carefully read the information below before completing this Letter of Authorization.

An individual's personal information cannot be released by the U.S. government to another party without the written consent of the individual under the provisions of the Privacy Act of 1974 (5 USC 552a). As a result, an employee at a U.S. passport agency cannot discuss the details of your passport application with a third party without your written consent.

Please check **all** that apply:

- I authorize the company stated below to submit my passport application to a passport agency and pick up the passport from a U.S. passport agency on my behalf.
- I authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that that may arise in connection with my passport application, and I authorize the company to respond to such requests under my direction.
- I do not authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that may arise with my passport application. I want the passport agency to contact me directly should an issue arise with my passport application that concerns matters other than the date on which the passport will be ready for pick-up from the passport agency.

### Applicant Information

**(Note: All of the information below may ONLY be filled out by the applicant, parent, legal guardian, or person legally acting in loco parentis)**

Applicant Name: \_\_\_\_\_  
(Last Name, First Name, Middle Name)

Applicant Phone No: \_\_\_\_\_ Date: \_\_\_\_\_  
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_  
(If the applicant is under the age of 16 the parent(s), legal guardian(s), or person legally acting in loco parentis must sign)





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## PASSPORT REQUEST CHECKLIST *FIRST TIME OR LOST/STOLEN SEALED ENVELOPES*

**THIS FORM MUST BE INCLUDED WITH ALL REQUESTS!**

DUE TO STRICT REGULATIONS ENFORCED BY THE U.S. DEPARTMENT OF STATE ON PASSPORT EXPEDITING AGENCIES, WE MUST CONFIRM THE FOLLOWING INFORMATION BEFORE WE WILL BE ABLE TO SUBMIT YOUR APPLICATION. INCLUDE THIS CHECKLIST WITH THE COPIES OF THE FOLLOWING DOCUMENTS ON THE OUTSIDE OF THE SEALED ENVELOPE:

- APPLICATION (DS-11) IS COMPLETED ONLINE
- PASSPORT PHOTO IS ATTACHED TO APPLICATION
- APPLICATION WAS SIGNED BY APPLICANT/LEGAL GUARDIAN IN FRONT OF ACCEPTANCE AGENT AT POST OFFICE/COUNTY CLERK
- PROOF OF DEPARTURE IS SEALED WITH DOCUMENTS, SHOWING A TRAVEL DATE WITHIN: (*INDICATE BELOW*)
  - 14 DAYS (*IF NO VISA IS NEEDED*)
  - 28 DAYS (*IF VISA IS NEEDED*)
- ORIGINAL SIGNED LETTER OF AUTHORIZATION IS INSIDE ENVELOPE
- CLEAR COPY OF VALID GOVERNMENT OR STATE-ISSUED I.D. (*i.e. – COPY OF VALID DRIVER'S LICENSE*)
- PROOF OF U.S. CITIZENSHIP INSIDE ENVELOPE (*INDICATE BELOW*):
  - CERTIFIED U.S. BIRTH CERTIFICATE
  - PREVIOUS U.S. PASSPORT – UNDAMAGED
  - CONSULAR REPORT OF BIRTH ABROAD
  - CERTIFICATE OF NATURALIZATION/CITIZENSHIP
- ENVELOPE WAS SEALED BY ACCEPTANCE AGENT ON: (*DATE*) \_\_\_\_\_
- PAYMENT SEALED INSIDE OF ENVELOPE
  - ❖ METHOD OF PAYMENT: (*CIRCLE or MARK ONE*)  
PERSONAL CHECK                      MONEY ORDER                      OTHER \_\_\_\_\_
  - ❖ CHECK/MONEY ORDER NUMBER: \_\_\_\_\_
  - ❖ DATE OF ISSUE: \_\_\_\_\_
  - ❖ AMOUNT OF PAYMENT: \$ \_\_\_\_\_
  - ❖ MADE PAYABLE TO: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

FAILURE TO INCLUDE THIS CHECKLIST COULD CAUSE A DELAY IN SUBMITTING AND/OR PROCESSING YOUR REQUEST. IF THE PASSPORT OFFICE ACCEPTS THE DOCUMENTS AND ANY OF THE DOCUMENTS ARE NOT PROPERLY COMPLETED/SUBMITTED, THERE WILL BE A DELAY IN COMPLETING YOUR REQUEST AS WELL AS ADDITIONAL FEES. VIP IS NOT RESPONSIBLE FOR DELAYS BEYOND OUR CONTROL.





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## EXAMPLE OF "COMPANY LETTER OF EXPEDITE"

***PLEASE FOLLOW THIS FORMAT ON AN ORIGINAL COMPANY LETTERHEAD***

DATE: \_\_\_\_\_

DEAR PASSPORT REPRESENTATIVE

MR./MRS. (NAME) IS ONE OF OUR EMPLOYEES WHO IS ENGAGED AS A(N)  
(POSITION) FOR (COMPANY NAME).

MR. /MRS. (NAME) HAS AN URGENT INTERNATIONAL DEPARTURE TO  
(DESTINATION) FOR THE PURPOSE OF (PURPOSE OF TRIP).

HE/SHE WILL BE DEPARTING THE U.S.A. ON (DATE). MR./MRS.  
(NAME) WILL BE TRAVELING ON (AIRLINE) AND WILL BE STAYING FOR  
A PERIOD OF (LENGTH OF STAY). PLEASE EXPEDITE HIS/HER  
PASSPORT AT YOUR EARLIEST CONVENIENCE.

VERY TRULY YOURS,

(SUPERVISORS SIGNATURE)

PLEASE BE SURE THAT THIS LETTER IS SIGNED BY THE PERSON WHO  
AUTHORIZED YOUR TRIP. THIS LETTER SHOULD NOT BE SIGNED BY  
THE TRAVELER. DO NOT ATTENTION THIS LETTER TO VIP SERVICES. IF  
YOU ARE REQUESTING SAME DAY SERVICE WE RECOMMEND THAT YOU  
ALSO SEND A COPY OF YOUR TRAVEL ITINERARY.